

Authorized Classification Society Plan Review Oversight Procedure

Procedure Number: A-1Revision Date: 11/30/98

Purpose

This procedure establishes the basic requirements for administering the Plan Review Oversight Program for Authorized Class Societies (ACSs) and the Marine Safety Center (MSC.) Additional steps or detail may be required between an individual ACSs and the MSC to administer this procedure. In addition to the requirements below, the MSC may conduct on sight visits of class societies to audit the plan review processes and plan review documentation.

References

- (a) NVIC 2-95, U. S. Coast Guard's Alternate Compliance Program, Change 1
 - (b) NVIC 10-85, Oversight of Technical and Administrative Aspects of Load Line Assignment
 - (c) NVIC 10-82, Acceptance of Plan Review and Inspection Tasks Performed by ABS for New Construction or Major Modification, Change 2
 - (d) NVIC 3-97, Stability Related Review Performed by ABS for U. S. Flag Vessels
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Summary of ACS Responsibilities

The ACS will:

- ❑ Complete plan reviews per references (a) through (d).
 - ❑ Distribute copies of plan review approval letters, related correspondence and drawings to the MSC.
 - ❑ Submit a monthly Oversight Report to the MSC that lists all plan review done on behalf of the Coast Guard.
 - ❑ Complete corrective action to:
 - ❑ Correct nonconformities found by the MSC during oversight reviews
 - ❑ Prevent reoccurrence of nonconformities
 - ❑ Report the corrective action for nonconformities found by the MSC.
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Summary of MSC Responsibilities

The MSC will:

- ❑ Determine which ACS reviews to oversight.
 - ❑ Conduct oversight of selected ACS reviews.
 - ❑ Notify the ACS when nonconformities are discovered.
 - ❑ Report Monthly Oversight Review Results to the ACS.
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Distribution of Plan Review Documentation

The ACS distributes to the MSC copies of approval letters and reviewed plans as follows:

- ❑ NVIC 10-82: The ACS will provide copies of approval letters to the MSC. Copies of reviewed plans and related correspondence will be requested by the MSC for oversight.
 - ❑ NVIC 2-95: Initially, the ACS will provide a copy of all approval letters, related correspondence and approved drawings to the MSC. However, after the MSC becomes familiar with the ACS and its work on behalf of the Coast guard, this may be relaxed such that the ACS provides only a copy of the plan review approval letters. In this case, the ACS must agree to provide a copy of the reviewed drawings and related correspondence for oversight by the MSC upon request.
 - ❑ NVIC 3-97: The ACS will provide copies of stability letters and stability booklets to the MSC.
 - ❑ NVIC 10-85: The ACS will provide copies of load line certificates to the MSC. If requested, the ACS will forward copies of plans, calculations and other materials needed to conduct an independent review of load line assignments.
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ACS Oversight Report

The ACS will submit to the MSC by the ninth day of each month an Oversight Report identifying all plans which have been reviewed on behalf of the U. S. Coast Guard during the previous month. The report will include a listing of NVICs 10-82, 2-95, 3-97 and 10-85 reviews that were conducted by the ACS on behalf of the Coast Guard. The report will include for each review the:

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- ❑ ACS Project Identification Number (PID)
- ❑ Shipyard and hull number,
- ❑ Drawing/document numbers, titles and revisions
- ❑ Vessel type and dimensions
- ❑ Submitter name
- ❑ Approval letter date

Additionally, the report will include a numerical tally of the total number of reviews that were completed during the reporting month.

Oversight Procedure

The MSC will select reviews to be oversighted from the ACS Oversight Report. In general, a statistically significant/representative number of reviews will be selected for oversight.. Oversight will focus on plans detailing systems that are novel, incorporate special features or have significant safety considerations. Vessel systems requiring extensive equivalency determinations will also be targeted for oversight.

If drawings have not been previously forwarded to the MSC, the MSC will notify the ACS within five days which specific plans and documents have been selected for oversight. The ACS will then express mail to the MSC within three days all drawings, documents and calculations necessary to complete an independent review.

The MSC will conduct oversight reviews of the selected plans and documents within fifteen working days of receipt of the drawing files provided by the ACS.

The MSC may conduct oversight reviews beyond the routine monthly oversight time period in response to public inquiries or similar requests. When this occurs the ACS will provide copies of plan review documents as requested by the MSC.

Nonconformities

When nonconformities are discovered during oversight review, the MSC will contact the ACS by phone to discuss the nonconformity and the corrective action required, if any. A nonconformity is defined as a noncompliance/nonequivalence with design standards discovered during the MSC oversight review, which is in addition to those identified by the ACS review. Nonconformities are categorized as follows:

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Category 1: An error resulting in minor impact on the safe operation of the vessel; indicates that the correct review procedure was used but not properly executed.. This type of error can be documented using phone conversation logs, e-mails or memos to file and is handled between Staff Engineers at the ACS and the MSC. Corrective action may be required as determined by the MSC.

Category 2: An error which indicates that an incorrect review methodology was used, or an incorrect procedure was followed. Written documentation by the ACS is required indicating that the procedure causing the error has been corrected.

Category 3: Major errors, which would have significant impact on the safety of the vessel. These types of errors indicate that changes in the ACS's review procedures are required. A letter correspondence is required which details the cause of the nonconformity and the corrective action.

MSC Oversight Report

The MSC will complete and forward to the ACS a Monthly Oversight Report by the 15th day of the month. The report will:

- list the reviews which were oversights during the reporting period
 - indicate which if any reviews contained nonconformities in addition to those identified by the ACS
 - provide a brief description of any additional nonconformities and their resolution
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